



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Office Technician (Typing)
Tenure: Permanent Full-time
Location: 1111 Broadway Suite 1000, Oakland, CA 94607

INTRODUCTION

The Office of the State Public Defender (OSPD) is a small state agency (approximately 70 employees) functioning as a law office and is dedicated to high-quality legal representation of individuals who have been convicted of capital crimes.

DUTIES AND RESPONSIBILITIES:

Under direct supervision, the Office Technician/Receptionist (incumbent) provides clerical support to the Oakland Law Office. Duties include, but are not limited to:

Receptionist Duties: Answer phones; screen and direct calls and messages; greet, screen and direct visitors; receive and send facsimile documents; maintain daily sign-in and sign-out sheets and update office calendars; reserve conference rooms for scheduled meetings; monitor and maintain reception area supplies, forms and equipment; log collect calls; open and close office pursuant to office security procedures.

Support Duties: Scan, photocopy and bind documents; bates-stamp and file documents; move and shred files as instructed; organize and index materials; shelve library books and update library cards and database; contact technicians and arrange service of office equipment; maintain paper supply at all copies and printers; receive, shelve and inventory office supplies.

Mailing and Deliveries: Sort, date-stamp and distribute daily mail; prepare, receive, and distribute packages; notify and direct deliveries to appropriate staff; meter and deliver mail to USPS mail box, record postage meter usage/readings; pickup and deliver documents to the CA Supreme Court in San Francisco as needed.

File/Document Management: Review, scan, and docket incoming legal material in FileMaker Pro database; prepare docketing reports; file and maintain legal case files; ship material to the State Records Center and update archives database; retrieve material from and return material to the State Records center; move and reorganize case material as needed.

Other related duties and tasks as assigned.

DESIRABLE QUALIFICATIONS:

The incumbent works in a team environment; maintains security and confidentiality of private-confidential information in compliance with applicable laws; uses computer programs such as Word Perfect, Outlook, Word, Excel, FileMaker Pro, and Adobe in an efficient and effective manner; communicates effectively and follows oral and written directions; and analyzes work situations accurately, makes sound decisions, and takes effective action.

WHO SHOULD APPLY?

Qualified applicants currently in the classification or with transfer/list appointment eligibility (reachable ranks) are encouraged to apply. SROA/Surplus candidates must indicate this status on the state employment application (Std. Form 678). Applications will be screened and only the most qualified will be invited to interview.

Send an Application To:

Monica Ohta, Human Resources
Office of the State Public Defender
770 L Street, Suite 1000
Sacramento, CA 95814 (916) 322-7043

FINAL FILING DATE:

03/21/2017

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 2/21/17.